



## ADMINISTRATIVE-INTERNAL USE ONLY

OIT 0009-87  
12 JAN 1987

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MEMORANDUM FOR:

[Redacted]  
Chairman, Retirement Working Group  
Office of Personnel

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FROM:

[Redacted]  
Chief, Management & Consulting Group  
Office of Information Technology

SUBJECT:

OIT Information Center Assistance

REFERENCE:

Your memo for D/OIT, dtd 18 Dec 86, Same Subject

1. The Director of Information Technology asked me to respond to your reference memo requesting the Information Center consultants provide assistance to employees using the Federal Retirement Benefit Projection Model.

2. The Information Center (IC) is glad to participate in this effort which will enable employees to compare the benefits of the old and new retirement systems. A copy of the PC software will be kept in both the PC Software Center (Room 2C11, HQ) and the IC Demonstration and Evaluation Room (Room GA19, HQ). The IC consultants will be available for any technical assistance needed to execute the program.

3. When the mainframe program is ready for implementation, please contact the Consulting Services Branch for assistance in delivering the software and preparing a Tech Note to be published announcing the availability of this service Agency-wide.

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4. If we can be of further assistance, please contact [Redacted]

[Redacted] They can be reached on extension [Redacted]  
Thank you.

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cc: DDA  
D/OP  
D/OIT

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18 DEC 1986

MEMORANDUM FOR: Director, Office of Information Technology

FROM:

[redacted]  
Chairman, Retirement Working Group,  
Office of Personnel

SUBJECT: OIT Information Center and PC Center

1. At the suggestion of the DDA, I recently met with [redacted]  
[redacted] from the Information Center regarding the possibility of  
using the Information Center and the PC Center as a mechanism to provide  
assistance to employees on using software that will enable them to compare  
benefits under the old and new retirement systems. The new software will  
operate on the IBM PC and will also be available in the future on the  
mainframe systems.

2. I provided [redacted] with a demonstration and both  
seemed very enthusiastic with the idea. They indicated that along with our  
Employee Bulletin advising employees of the availability of the software, and  
their technical guidance, they could announce the availability of their  
services through OIT's "Tech Notes".

3. The Information Center and PC Center's role would be solely to provide  
technical guidance to employees on using the PC's and the mainframe system.  
All questions regarding the Retirement System, data elements and actuarial  
assumptions of the program would be referred to the Office of Personnel's  
Retirement Division, Component Personnel Officers or Retirement Task Force.

4. You should be aware that the OIT facilities would not be the sole  
points of contact for Agency employees. The Office of Personnel has trained  
70 component personnel officers who will be available to provide software  
demonstrations and guidance to their employees. In addition the Learning  
Center, Retirement Division and the Retirement Task Force will be available to  
provide demonstrations or answer questions for employees.

5. I wanted to advise you and your staff of my discussions with Mr.  
[redacted] and ensure this tentative agreement does not  
adversely impact on OIT resources or ongoing Center activities.

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SUBJECT: OIT Information Center and PC Center

6. If you or any member of your staff have any questions, please do not  
hesitate to contact me on extension

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